KCG
COLLEGE OF TECHNOLOGY
AFFILIATED TO ANNA UNIVERSITY | AUTONOMOUS

KCG Nagar, Rajiv Gandhi Salai, Karapakkam, Chennai 600 097

Phone: 044-28389001/ 9002/9003 / 9003871717 www.kcgcollege.ac.in

Autonomous

Affiliated to Anna University

Approved by AICTE, New Delhi

NAAC Accredited A+ Grade

Accredited by NBA and

An ISO 9001: 2015 Certified Institution

ACADEMIC CALENDAR
&
STUDENT HANDBOOK 2024– 2025

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PERSONAL PROFILE

Name   : ....

Year   : .... Branch ....

Parents' Names   : ....

Residential Address   : ....

                       ....

                       ....

Hostel Resident /   : ....
Day Scholar

Date of Birth   : ....

Phone No.   : ....

Bank Account No.   : ....

Vehicle No.   : ....

Passport No.   : ....

Bus Pass No.   : ....

Library Ticket No.   : ....

Blood Group   : ....

E-mail ID   : ....

Name of the Class Teacher : ....

Phone No.   : ....

Name of the HoD   : ....

Phone No.   : ....

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COLLEGE ANTHEM
(To be sung at college functions)

Stanza 1

Pride of the land, haven of hope with her banner
flying aloft; Stands Hindustan greeting all

Shining at the zenith of

glory. Peace and

harmony dwell

Goodwill and friendship
prevail; Millions seek
thy portals
Make thy name immortal.

(Chorus)

Stanza 2

Excellence our ambition; Success our
noble vision; Diligence and
determination
Hallmark of Hindustan.

Loyal to our motto we stand
Virtue & knowledge in hand

Good Shepherd Divine Guide Long live our Alma Mater

(Chorus)

Honesty, Civility Pride
of Hindustan Quality,
Unity Mission of
Hindustan

PLEDGE

(To be made during Republic Day / Independence Day functions)

India is my country
All Indians are my brothers and sisters
I love my country, and I am proud of its rich and
varied heritage
I shall always strive to be worthy of it
I shall give my parents, teachers and all elders respect and
treat everyone with courtesy
To my country, and my people, I
pledge my devotion
In their well-being and prosperity Alone,
lies my happiness.

NATIONAL ANTHEM

(To be sung at the closing of college functions)

Jana Gana Mana Adhinayaka, Jaya He
Bharata Bhagya Vidhata
Punjab Sindhu Gujarata Maratha
Dravida Utkala Banga (places in India)
Vindhya Himachala Yamuna Ganga
Uchchhala Jaladhi Taranga
Tava Shubha Name Jage
Tava Shubha Ashisha Mage
Gahe Tava Jaya Gaatha
Jana Gana Mangaladayaka Jaya He
Bharata Bhaagya Vidhata
Jaya He ! Jaya He ! Jaya He !
Jaya, Jaya, Jaya, Jaya He

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VISION AND MISSION

To Make Every Man a Success and No Man a Failure

- Dr KCG Verghese
Founder, Hindustan Group of Institutions

VISION

KCG aspires to become a globally recognized centre of excellence for science, technology & engineering education, committed to quality teaching, learning, and research while ensuring for every student a unique educational experience which will promote leadership, job creation, social commitment and service to nation building.

MISSION

- To disseminate knowledge in a rigorous and intellectually stimulating environment.
- To facilitate socially responsive research, innovation and entrepreneurship.
- To foster holistic development and professional competency.
- To nurture the virtue of service and an ethical value system in the young minds

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QUALITY POLICY

KCG College of Technology, committed to achieving excellence in technical education and producing responsible citizens and progressive leaders, strives to achieve the institution goal by

- Focusing on the overall development of the students and strengthening their capacities and leadership abilities
- Creating a conducive environment for effective teaching, active learning and purposeful research
- Incorporating value-added programmes to the curriculum and improving the job prospects of the students
- Periodically evaluating the effectiveness of the programmes offered at the institute and responding positively to the needs of the industry
- Exposing the students to the challenges of the twenty- first century and providing them with opportunities to think innovatively and to demonstrate their entrepreneurship skills to contribute effectively to the growth of the nation, and
- Continuously benchmarking the institution against premier institutions to adopt the best practices for quality improvement

HINDUSTAN GROUP OF INSTITUTIONS

The Hindustan Group of Institutions was founded in 1966 by late Dr K.C.G.Verghese. Way back in the sixties, he created the need for an institution that offers non-formal technical education and set up Hindustan Engineering Training Centre (HETC). Today, the Hindustan Group includes several institutions unified by the founder's vision of imparting quality education in the fields of Engineering, Aviation, Applied Sciences, and Management. Each of these institutions has ideal infrastructure and is committed to promoting quality learning, making the Hindustan Group a force to reckon with, in the field of education.

List of Institutions

- Hindustan Institute of Engineering and Technology
- Hindustan Institute of Technology and Science
- KCG College of Technology
- Hindustan College of Arts and Science
- Orient Flight School
- Hindustan International School (CIE)
- Hindustan International School (CBSE)
- Hindustan First Grade College, Mysuru

Administrative Office

The administrative office of the Hindustan Group of Institutions is located at 40, Grand South Trunk Road, St. Thomas Mount, Chennai. It is only three kilometers from the Chennai Kamaraj Domestic and the Anna International Airports.

The office is ideally located for the students to arrive either by bus or by electric train from any part of Chennai. Guindy and St. Thomas Mount suburban railway stations are at equal distance from the administrative office.

Address

Administrative Office:
Hindustan Group of Institutions 40, GST Road, St.
Thomas Mount, Chennai -600 016.
Phone: 044- 22341389/ 0968/2021

E-mail: hetc@vsnl.com
Website: www.hindustan.ac.in

KCG COLLEGE OF TECHNOLOGY

KCG College of Technology was founded in 1998 to fulfill the Founder-Chairman's vision **"To Make Every Man a Success and no Man a Failure".** It is a Christian minority and autonomous institution, affiliated to Anna University, Chennai and approved by AICTE, New Delhi.

APPROVAL

KCG College of Technology, formerly known as **National Institute of Technology and Science**, is approved by the **AICTE, Government of India, New Delhi, vide Lr. No.730-52-307 (E)/ET/ 97 dated 19-12-1997 and Govt. of Tamil Nadu, vide Lr. No.G.O.Ms.No.109 dated 23-03-1998**. The college was conferred fresh **Autonomous Status by University Grants Commission (UGC) for a period of 10 years as per provisions of Clause 3. 13 and Clause 6.4 (i) of UGC Regulations 2018.** It has been certified as an **ISO 9001:2015 Institution.** It is also certified by **Department of Scientific and Industrial Research (DSIR).**

AFFILIATION & ACCREDITATION

The College, an autonomous institution, is affiliated to Anna University, Chennai as per the Government of Tamil Nadu notification for conducting four year BE/B.Tech Degree programmes and two-year ME programmes.

It is accredited by National Assessment and Accreditation Council (NAAC) with A+ Grade and has secured a NIRF rank within the Band 201-300. Among the programmes offered five programmes – Aeronautical Engineering, Mechanical Engineering, Electronics and Communication Engineering, Computer Science Engineering and Information Technology - have been accredited by the National Board of Accreditation (NBA).

COLLEGE CAMPUS

The campus of KCG College of Technology is beautifully landscaped in a lush green stretch of land spread over 50 acres at Karapakkam, which is about 10 km from Adyar on the Old Mahabalipuram Road, the IT corridor of Chennai. The college operates a fleet of buses connecting all parts of the city for the convenience of the students and staff. Besides this, the college is well connected to different parts of the city by public transport buses.

OBJECTIVES OF THE COLLEGE

The main objective of the college is to assist the students in bringing out the best of their abilities and to train them to become successful professionals. To achieve this, the college endeavours to provide them with these facilities:

1. an excellent academic atmosphere to enable students to acquire a broad engineering background, to meet the changing needs of the industry and to ensure an attractive placement immediately on completion of studies,

2. an opportunity to help them to acquire all-round development and to inculcate sympathetic attitude to the needy and to the underprivileged,

3. a Technological and Management Consultancy Centre (TMCC),

4. a Research and Development Centre (RDC) for advanced studies in specialized areas of management, science, engineering and technology,

5. Continuing Education Programmes (CEP) by conducting refresher and short term courses in current technology for practicing engineers,

6. a computer center to develop software and serve the industries and other agencies in-and-around Chennai,

7. Innovation Cell (i-cell), Entrepreneurship Cell (e-cell), Placement Cell, Training Cell, Higher Education Cell, Literary Clubs, Quiz Club, etc.

Further, the college strives to encourage the students not only to be involved actively in their course work but also to take part in many different extra-curricular activities.

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ADMINISTRATION

The smooth running of the college is facilitated by three committees - the Governing Council, the Management Team and the Staff Council. The Governing Council and the Management Team function under the able administration of the Chairperson of Hindustan Group of Institutions (HGI), Dr Elizabeth Verghese, former Joint Chief Engineer of the Highways Department, Government of Tamil Nadu.

GOVERNING COUNCIL

1.	Dr Elizabeth Verghese	Patron
2.	Dr Anand Jacob Verghese	Member
3.	Dr Aby Sam	Member
4.	Mr Ashok Verghese	Member
5.	Dr Annie Jacob	Member
6.	Mr Enid Verghese	Member
7.	Dr. S.N. Sridhara Vice-Chancellor, Hindustan Institute of Technology & Science	Member (Academician)
8.	Mr. Bala MS Founder & CEO, STRATINFINITY INC USA, Chairman, IIIT Sri city, MHRD	Member (Industrialist)
9.	Mr. Anand Sundaresan Managing Director, AMMANN India Pvt. Ltd., Gujarat	Member (Industrialist
10.	Prof. Dr. L. Mangaleswaran Directorate of Technical Education, Guidy, Chennai 600025	Member (Govt. of TamilNadu Nominee)
11.	Dr. G. Kumaresan Associate Professor Department of Mechanical Engineering, CEG Campus, Anna University, Chennai	Member (Anna University Nominee)
12.	Dr. G. Prabhakaran Dean (Academics) KCG College of Technology	Member (Faculty)
13.	Dr P Vincent Venkatesan Registrar -KCG College of Technology	Member (Faculty)
14	Dr. Z Edward Kennedy Professor & Head – IQAC KCG College of Technology	Member (Faculty)
15	Dr. S Cloudin Professor & Head Computer Science and Engg. KCG College of Technology	Member (Faculty
16	Dr. M Krishnamurthy Professor & Head Artificial Intelligence & Data Science KCG College of Technology	Member (Faculty)
17	Dr. M Muthukannan Principal,KCG College of Technology	Member Secretary

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MANAGAEMENT TEAM

Founder Chairperson	Dr Elizabeth Verghese
Chairman	Dr Anand Jacob Verghese
Executive Director	Dr Aby Sam
Director	Dr Annie Jacob
Deputy Director	Mr Enid Verghese Jacob
Principal	Dr M Muthukannan
Dean Academics	Dr G Prabhakaran
Head- IQAC	Dr Edward Kennedy
General Manager (Industry Partnership & Corporate Affairs)	Mr R Chandramohan
HoD (AERO)	Dr K Vijaya Raja
Programme Coordinator (ASE)	Dr N Rajamurugu
HoD (AI&DS)	Dr M Krishnamurthy
HoD (Automobile)	Dr V. Dillibabu
HoD (CSE)	Dr S Cloudin
HoD (CSE-CS)	Dr Roselin Mary
HoD (CIVIL)	Dr S Thenmozhi
HoD (ECE)	Dr Kavitha Balamurugan
HoD (EEE)	Dr T Anuradha
HoD (Fashion Tech.)	Dr V BhanuRekha
HoD (IT)	Dr S Muthuselvan
HoD (Mechanical)	Dr C Kailasanathan
HoD (Mechatronics)	Dr T Raja
HoD (S&H)	Dr P M Sithar Selvam
Head-Exam Cell	Dr T Senthilkumar
IEDC	Dr S Solai Manohar
Head, Research	Dr Deepa Jose
Head, Placement & Training Cell	Dr R Chandramohan
Head, Higher Education Cell	Dr Kalaivanan Thirupathi
Student Affairs	Dr R Jaya

Faculty Affairs	Dr M Krishnamurthy Dr. Babymol Kurian
Alumni Affairs	Dr R Amrutha
Planning & Quality Control	Dr P. Vincent Venkatesan
Accreditations & Rankings	Mr V Vasantha Kumar Dr. A Anju
Physical Director	Dr N Prem Kumar
IEDC, IIT PALS & MSME	Dr M. Vignesh Kumar
IIC	Dr K Karthikeyan
IPR	Dr S Safia Naveed
PG-Co-ordinator (ME-AERO)	Mr T Vijayaraj
PG-Co-ordinator (ME-CS)	Dr B Thyla
PG-Co-ordinator (ME-CSE)	Dr S Jothi
PG-Co-ordinator (ME-PED)	Dr K Karthikeyan
Student Counsellor	Ms D Revathy
Head Admin	Mr S Selvin Durai
Assistant Registrar	Mr B Chitti Babu
Manager - HR	Mr R Ashraf Alikhan
Accounts Manager	Mr Sonu K Jacob
Manager Admin	Mr Biju Varghese
Assistant Librarian	Dr. H. Fakrudhin Ali Ahamed

THE FACULTY

The faculty members of the college not only guide the students in their academic pursuits, but also channelize their thoughts and actions in the positive direction. They encourage the students to develop their talents in extra and co-curricular activities. Their efforts are concentrated on achieving all-round development of the students and in molding them into good citizens.

The faculty comprises highly qualified and experienced professors who are from reputed institutions like the Indian Institute of Technology, Indian Institute of Science, Indian Institute of Management and Anna University. Apart from full-time professors, visiting professors from various industries and research organizations in-and-around Chennai, deliver guest lectures and provide guidance. Moreover, eminent academicians from the UK and the USA and consultants of various industries and our distinguished alumni provide additional inputs and impetus to the various programmes and ensure that graduating students are sufficiently exposed to industrial practices.

The faculty aim to help the students to achieve their best in their chosen field. To meet this aim:

† We provide a core team whose qualification, experience, dedication and ability to impart knowledge remains unrivalled.

† We instill in the mind of students a pride in their national identity, sense of responsibility, honesty and integrity.

† We provide a learning environment geared for achieving the highest standards of academic excellence.

† We encourage them to be goal-oriented.

† We transform them into responsible citizens who will take an active part in community-service when they enter their respective professions.

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PROGRAMMES OFFERED

The College offers the following programmes:

Under Graduate Programmes

BE - 4 Years

1. Aeronautical Engineering
2. Aerospace Engineering
3. Automobile Engineering
4. Civil Engineering
5. Computer Science and Engineering
6. Cyber Security
7. Electrical and Electronics Engineering
8. Electronics and Communication Engineering
9. Electronics and Instrumentation Engineering
10. Mechanical Engineering
11. Mechatronics Engineering

B.Tech - 4 Years

1. Artificial Intelligence and Data Science
2. Information Technology
3. Fashion Technology

Post-Graduate Programmes

ME – 2 Years

1. Communication Systems
2. Computer Science and Engineering
3. Manufacturing Engineering
4. Power Electronics and Drives

Anna University Recognised Research Centres for PhD Programmes

1. Computer Science and Engineering
2. Electronics and Communication Engineering
3. Electrical and Electronics Engineering
4. Mechanical Engineering
5. Physics

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COLLEGE RULES AND REGULATIONS

I.   ATTENDANCE AND LEAVE OF ABSENCE

i)   Students should attend classes regularly. A minimum of 75% attendance is required to appear for the University examinations. The attendance in both theory and practical classes will be taken into account.

ii)   Students who absent themselves on medical grounds should produce valid medical certificates immediately on reporting back after sickness. However the student should have put in a minimum of 65% attendance to be considered on medical grounds or participation in sports events.

iii)   A student should take prior permission from the Principal /HoD/ Class teacher before he/she goes on leave, by submitting written request.

iv)   If a student participates in seminar / symposium / cultural / sports events conducted in other colleges, he / she should get prior permission from the Principal / HoD/Class teacher.

v)   Every student should be present for all the official functions arranged by the college.

vi)   The annual certificate of attendance and progress required to appear for the end semester examination will be issued only if the student has requisite attendance.

vii)   Progress Report: Two `unit tests and one model examination of end semester examination pattern will be conducted in a semester. The progress report will consist of the marks record of the students in all major tests including laboratory courses and the attendance record from the commencement of the class till the date of the last test subject. The report will be sent to the parents three times in a semester.

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CAMPUS RULES

1. Drive slowly not exceeding 20 kmph limit.
2. Noise pollution is an offence and hence should be avoided in the academic campus.
3. Entry of heavy vehicles is restricted inside the campus.
4. No horn within the campus
5. 'L' board practice is prohibited.
6. Help to maintain the beauty, serenity and greenery of the campus.
7. Park the vehicles in 'Parking lots' only.
8. More than two persons riding in two wheelers is prohibited.
9. Produce identity card/pass and driving license on demand.
10. Rash driving will result in the seizure of the vehicle.
11. Driving without license is prohibited.
12. Use of plastic bags and cups is prohibited.
13. Smoking and consumption of alcohol are prohibited.
14. Pasting of wall posters, writing on walls and roads are prohibited.

GENERAL CODE OF CONDUCT

1. The college maintains strict discipline. Students violating this are liable for severe penalty including expulsion. Students expelled on grounds of indiscipline will not be entitled to any certificate and refund of fees and deposits.

2. Ragging of any sort is strictly prohibited. Students found guilty of ragging are liable to severe punishment including dismissal from the college / hostel. The matter will also be referred to the police as the government has declared ragging as a criminal offence.

3. The use of mobile phones by the students is strictly prohibited in the academic buildings. Defaulters will be imposed penalty including confiscation of the instruments at the discretion of the Principal / Management.

4. Students should strictly follow the dress code. They should maintain decorum befitting dignity with proper dress and hair-style. The recommended dress for boys is long trousers with shirts tucked in and shoes. Girl students may opt for salwars with dupatta or sarees. T-shirts and sleeveless tops are not allowed. Students should avoid hawai / bath-room chappals while attending classes and official functions.

5. Any student found responsible for any damage to the college building, furniture or equipment will be punished severely and the cost of damages along with a fine will be recovered. The college reserves the right to expel such students.

6. Absolute silence should be maintained in the library and laboratories and while moving from class to class in the corridors.

7. Students are strictly forbidden from organizing or attending any unauthorized meeting in the college or collecting money for any purpose without the prior written permission from the Principal.

8. Organized absence from classes and instigation of students to absent themselves or to go on strike is a serious breach of discipline and may result in expulsion from the college.

9. Students shall not take part in any anti-social or subversive activities. No student shall be a member of any organization / association not connected with the college without the prior written permission from the Principal.

10. Students are forbidden from organizing unions or associations based on caste, colour, creed, language, nationality or political ideology within the campus.

11. Students must conduct themselves at all times in a fitting manner to bring credit to themselves and to the college

12. The Campus is a 'No Smoking Campus'. Consumption of alcohol, drugs and smoking will result in dismissal from the college.

13. Students must take care of the tools, apparatus and other equipment given to them and should maintain the cleanliness of the laboratories and the workshops. The damage caused to any equipment should be reported immediately to the laboratory in-charge.

14. Students should make use of all opportunities provided to them to acquire engineering skills and knowledge during their period of study.

15. Students should help maintain peace in the campus

16. Students are advised not to eat or drink at any of the restaurants outside the campus to safeguard their health.

17. All students are expected to see the notice board/ check official email daily for circulars, academic related matters, instructions and news on placement and training.

18. Every student should use power and water sparingly. Lights and fans should be switched off when not in need. Water taps should be properly closed to avoid wastage.

19. All students should wear their identity cards visibly.

LEAVE RULES

Leave forms are available at the college office/department. Students are to use only these leave forms for availing any leave. Students are not permitted to take more than 3 days of leave at a stretch.

If the students have to take leave for more than 3 days at a stretch for any reason, the parents concerned must meet the respective class teacher/ HOD.

Students not fulfilling the above conditions will be marked absent until they fulfill the conditions.

EDUCATIONAL TOURS

The college arranges visits and tours to places of educational and relevant interest. All the students are expected to participate and the expenditure towards such visits should be met by the students. One or more faculty members will accompany the students during industrial visits, educational tour, etc. Students must obtain permission from the Principal, through the head of the department and from the parents before planning any visit or tour.

WORKSHOP/ LABORATORY UNIFORM

Students should have at least three pairs of workshop and laboratory uniforms. The prescribed uniform for boys is dark grey full pant and half sleeve shirt tucked-in. Girls will wear dark grey overcoat. Shoes are essential for both boys and girls. For other laboratory classes, the students will wear white overcoat. The students reporting without the prescribed uniform will not be permitted to enter the workshops / laboratories. Students should take care of their belongings while going to laboratory classes.

BOOKS AND INSTRUMENTS

† All students should possess textbooks as per the syllabus. The same will be verified by the respective class-teachers during the first few classes. Only if the students purchase all the books, he / she will be permitted to attend the classes.

† Lab record books should be purchased only from the College stores. Outside record books will not be entertained.

† Only University specified scientific calculators will be allowed during class/examinations.

† Students will not be allowed to attend drawing classes without drawing instruments like instrument box, drafter, scale set, drawing paper, etc..

† The college also arranges to supply books/ instrument kit on payment

GUIDANCE AND COUNSELLING SECTION

Each faculty member mentors a group of students. The mentor will keep track of all the activities of the group and a personal record book, which contains the entire data of a student till he/ she leaves the college.

A qualified counsellor is available in the campus to counsel and guide the students, who face problems of adjustment, depression or any other career or behaviour-oriented aberrations. The counsellor ensures that all students have access to career education and guidance

ALUMNI ASSOCIATION

All the students graduating from KCG College of Technology are automatically enrolled as members of Alumni Association. The membership fee of ₹1,500 will be recovered from the caution deposit. The alumni members will have the access to the use of college facilities such as library, gym, tennis court, etc. The members meet periodically and share their experiences.

AWARDS FOR STUDENTS

Management Scholarships / Financial Assistance

Outstanding meritorious students in academic, co-curricular and extra-curricular activities are suitably awarded by the college.

Deserving, meritorious and economically weaker students are given financial assistance by the Management for payment of tuition fees including free books and transport.

The management encourages students to take part in technical seminars (National and International) organized by industrial organizations and academic institutions. The participants are given monetary assistance in the form of registration fee, travelling expenses, etc.

The Management has instituted cash awards for university rank holders as below.

1st rank (UG)	₹1,00,000
1st rank (PG)	₹50,000
2nd to 5th rank	₹35,000 each
6th to 10th rank	₹20,000 each
11th to 25th rank	₹10,000 each

The college also recognises deserving students with awards such as

- Best Outgoing Student Award
- Break the Barrier Award (for first generation graduate student)
- Young Leader Award
- Best Cultural Performer Award
- Best Sports Person Award
- Best Student Entrepreneur Award
- Best Researcher Award
- Best Cadet Award

SCHOLARSHIPS AND ELIGIBILITY RULES

1. SC/ST SCHOLARSHIP - GOVERNMENT OF INDIA / TAMILNADU

a) Those candidates who are Indian citizens and who have passed School Leaving Examination, viz. Higher Secondary /Indian School Certificate, etc. are eligible for this scholarship.

b) The income of the parents should not exceed ₹250,000 per annum.

c) The scholarship is renewable from year to year within the stages of education.

d) The candidate should not be in receipt of another scholarship / assistance from other sources.

e) The scholar should have 75% attendance every year.

f) The award of scholarship is subject to good conduct and character. It is renewable every year on promotion.

2. CONVERTED TO CHRISTIANITY FROM SC/ST - GOVERNMENT OF INDIA / TAMILNADU

a) Candidates who are converted to Christianity from Hindu SC / ST are eligible for this scholarship.

b) The annual income of the parents of the scholar should not exceed ₹2,50,000

c) The candidate should have 75% attendance every year.

d) The award of scholarship is subject to good conduct and character. It is renewable every year on promotion

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3.   BC/MBC SCHOLARSHIP - GOVERNMENT OF TAMIL NADU

a)   Those candidates who belong to Backward / Most Backward class Community are eligible for this scholarship.

b)   The annual income of the parents of the scholar should not exceed ₹ 200,000.

c)   The candidate should have 75% attendance every year.

d)   The candidates who are admitted through Single Window System are eligible.

e)   The scholarship award is subject to good conduct and character. It is renewable every year on promotion

4.   FIRST GENERATION SPECIAL SCHOLARSHIP (B.C / M.B.C./ SC/ST)

First Generation Special Scholarship will be awarded to those candidates who undergo graduate study for the first time in the family and there should not be any graduate other than the applicant.

5.   MERIT SCHOLARSHIP

Merit Scholarships are awarded to toppers in University Examinations of different branches. An amount of over twenty lakh rupees has been granted by the management to the meritorious and economically weak students in the form of tuition fees, book kits and transport charges. For details the meritorious students may contact the Principal/ Registrar.

6.   BRIGHT STUDENT AWARD (Chief Minister's Merit Award)

Under this scheme, a sum of   ₹1, 500 p.a. will be awarded to the first 1000 boys and 1000 girls (Total 2000) who belong to SC / ST / BC Community of Tamil Nadu State and have secured highest marks in the Higher Secondary Examination

7. MERIT CUM MEANS BASED SCHOLARSHIP' FOR STUDENTS BELONGING TO THE MINORITY COMMUNITIES

a) Financial assistance will be given to pursue graduate level or post graduate level technical and professional courses from a recognized institution. Course fee and Maintenance allowance will be credited/transferred directly into the bank account of selected students.

b) Students who get admission to a college to pursue technical/professional courses, on the basis of a competitive examination will be eligible for the scholarship.

c) Students who get admission in technical/professional courses without taking any competitive examination will also be eligible for scholarship. However, such students should have not less than 50% marks at higher secondary/graduation level. Selection of these students will be done strictly on merit basis.

d) Continuation of the scholarship in subsequent years will depend on successful completion of the course during the preceding year.

e) A scholarship holder under this scheme will not avail any other scholarship/stipend for pursuing the course.

f) The annual income of the beneficiary/parent or guardian of beneficiary should not exceed ₹250,000 from all sources.

g) The Income Certificate would remain valid for one year

8. PRAGATI SCHOLARSHIP SCHEME FOR GIRL STUDENTS

a) Total Number of Scholarship- ₹4000 per Annum (₹2000 for Degree and ₹2000 for Diploma)

b) The candidate should be admitted to 1st year of Degree/Diploma course in any of the AICTE approved Institution of respective year through Centralized Admission process of the State/Central Government.

c) The Scholarships for Degree and Diploma are transferable in event of nonavailability of eligible applicant in any of the Degree/Diploma level Programme.

d) Two Girls Child per family are eligible, who's family income is not more than 8 lakh per annum during the preceding financial year (in case of married girl, the income of parents/in-laws, whichever is higher will be considered).

e) The selection of candidate will be made on merit on the basis of qualifying examination to peruse the respective Technical Degree/Diploma course from any of the AICTE approved institution. f) Amount of scholarship: Tuition Fee of ₹30,000/- or at actual, whichever is less and ₹2000/- per month for 10 months as incidentals charges each year. In case of Tuition fee waiver/reimbursement, Students are eligible to get an amount of ₹30,000/- for the purchase of Books/Equipment/Softwares/ Laptop/Desktop/Vehicle/Fee paid towards competitive examination applications forms/exam.

f) Reservation-15% for SC, 7.5% for ST and 27% for OBC candidate/applicant

9. AICTE – SWANATH SCHOLARSHIP SCHEME FOR STUDENTS -2021-22

The Scheme is being implemented by AICTE to provide encouragement and support to orphans, wards of parents died due to Covid-19, wards of Armed Forces and Central Paramilitary Forces martyred in action (Shaheed) to pursue education. This is an attempt to give every such child, an opportunity to study further and prepare institutions and courses.

for a successful future through education in AICTE Approved institutions and courses.

1) The candidate should be from any one of the following categories: (i) Orphan (ii) Either or both parents died due to Covid-19 (iii) Wards of Armed Forces and Central Paramilitary Forces martyred in action (Shaheed)

2) Family income from all sources should not be more than Rs. 8 Lakh per annum during the financial year of the application. A valid income certificate issued by State/UT Government is to be enclosed.

3) The candidate should be currently studying in the AICTE Approved institutions and courses at Degree/ Diploma level in regular mode.

4) Rs. 50,000/- per annum for every year of study i.e. maximum 4 years for first year admitted Degree students and maximum 3 years for Diploma Students as lump sum amount towards payment of college fee, purchase of computer, stationeries, books, equipment, software etc. No other additional grant will be payable in lieu of hostel charges and medical charges etc. In case student is currently studying in the 2nd/ 3 rd/ 4 th year at degree level, the duration of the scholarship will be reduced to 3/2/1 year respectively. Similarly, for students currently studying in the 2nd/ 3 rd year at diploma level, the duration of the scholarship will be reduced to 2/1 year respectively.

5) The selection of candidate will be carried out solely on the basis of merit of qualifying examination to pursue the Degree course from any of the AICTE approved institutions i.e. on the basis of percentage of marks obtained in the 10+2/ equivalent examination.

6) The candidate fulfilling the eligibility conditions is required to apply online on National Scholarship Portal (NSP) after initiation of application process and notice to be published on AICTE/ NSP website.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The college conducts various co-curricular and extra-curricular activities to impart knowledge beyond curriculum and to develop the overall personality of the students.

Students are encouraged to actively participate in co-curricular activities like seminars, trainings, symposia conducted by department associations and societies.In addition the students should attend all the trainings offered by the training cellin order to make themselves industry ready. The students are also expected to get benefitted by attending the career development programmes conducted by higher education cell and research forums of the college.

The students should also participate in the extra-curricular activities conducted by YRC, NSS, NCC, i-Cell, e-Cell, Women Empowerment Cell and other Clubs and develop their overall personality. The student could enroll himself / herself in Technical Associations (Computer Society of India, Institution of Engineers, Indian Society of Technical Education, etc.) and Fine Arts Clubs (Music, Dance, Photography, Quiz, Literary, Aero Club, etc.)

Technical Symposia/ Seminars/ Workshops/ Guest Lectures

In order to impart knowledge beyond curriculum technical symposia, seminars, workshops and guest lectures are conducted by department Associations / Societies that include,

   (i)   Society of Mechanical Engineers (SME)

   (ii) Association of Electronics and Communication Engineers

   (iii) Society of Computer Science Engineers (SCS)

   (iv) Society of Information Technologists

   (v)   Aeronautical Society of India (AeSI)

Training Cell

The Training Cell takes care of the training needs of the students of the institute and prepares them for placement. The objectives of the Training Cell are to assess the training needs of the students, to enable them to become aware of the skills and qualities required in order to be placed in reputed firms, to help them acquire the skills by organizing training programmes in different areas, to motivate them to constantly update their knowledge and skills, and thus to prepare them for the job market.

The following training programmes have been planned for the academic year 2024-2025.

Sl. No	Year	Topic of the Training	Duration
1	I Year	Aptitude Training Program	20 Hours
2	II Year	Communication Skills & Aptitude Training Program	20 Hours
3	III Year	Communication Skills, Aptitude & Technical Training	380 Hours
4	IV Year	Soft Skills, Aptitude, communication Skills and Company Specific Technical Training Program	246 Hours

Coordinator   : Mr E Adithyan, Training Officer

training@kcgcollege.com

Higher Education Cell

The objectives of the Higher Education Cell are to:

- ❖ create awareness among undergraduate engineering students about the importance of higher studies
- ❖ provide information about studies, research and scholarships to students willing to pursue higher education either in India or abroad
- ❖ establish contacts with organizations such as USIEF, British Council, and DAAD Information offices and invite the representatives to talk to our students about higher education system in their respective countries
- ❖ invite visiting foreign university representative to interact with our students
- ❖ help students in their preparation for international examinations such as IELTS, TOEFL, GMAT and GRE
- ❖ create opportunities for students to learn a foreign language
- ❖ explore possibilities of signing MOUs with foreign universities

Coordinator :Dr Kalaivanan Thirupathi, Head, Higher Education Cell
hredn@kcgcollege.com

Research Forum

The objectives of the KCG College Research Forum are:

- ❖ to exchange information among researchers
- ❖ to enhance networking opportunities with industry leaders, research leaders and government leaders for R&D partnerships
- ❖ to create environment that supports research and patenting The activities of the Research Forum are:
- ❖ mobilizing funds through funding agencies for well-conceived research proposals
- ❖ training and mentoring junior researchers organizing seminars and conferences
- ❖ publishing research output through multiple channels including journals, books, and a newsletter

Coordinator **:** *Dr Deepa Jose, Head, Research*
research@kcgcollege.com

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Innovation and Entrepreneurship Development Centre (IEDC)

The college has two wings of operation, namely i-cell (innovation cell) and e- cell (entrepreneurship cell) which aim at excellence in technology facilitating innovation, entrepreneurship and social entrepreneurship.

i-Cell activities

- ❖ i-Cell conducts regular discussions, interactive meetings and workshops.
- ❖ Brainstorming sessions are conducted twice a week.
- ❖ Innovative projects are done by students.
- ❖ Students are encouraged to present their projects atvarious national level contests, conferences and workshops.
- ❖ i-Cell awards prizes for selected projects.

e-Cell activities

- ❖ KCG College of Technology is a member of National Entrepreneur Network (NEN).
- ❖ Members of the e-Cell meet periodically to plan and discuss their entrepreneurial activities.
- ❖ Entrepreneurs from industries are invited to share their experience with the members of the cell.
- ❖ e-Week is organized by the e-Cell every year.

Coordinator:Dr S Solai Manohar, Professor, EEEl
   solaimanohar.eee@kcgcollege.com

NSS

The NSS Unit was started in the college during 2004. Since then it has been a vibrant and active unit. The overall objective of the scheme is extending service to the community at Karapakkam. NSS volunteers organize programmes such as blood donation camp, awareness camps, tree plantation, etc.

Coordinator: Mr. V. Gopal, Assistant Professor, Mech.
nss@kcgcollege.com

NCC

The College has a very active unit of NCC. The aim is to develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure and the ideals of selfless service amongst the cadets.

Coordinator: Mr C Akin, Assistant Professor, Civil
ncc@kcgcollege.com

Women Empowerment Cell

The aim of this cell is to motivate and empower women to achieve their highest potential. Activities of the cell include organizing awareness programmes, seminars, conferences and panel discussions.

Coordinator: Dr Kavitha Balamurugan
kavitha@kcgcollege.com

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Internal Quality Assurance Cell (IQAC)

Internal Quality Assurance Cell (IQAC) established in 2016 aims to promote activities towards quality enhancement. The main objective of IQAC includes internalization of quality culture and institutionalization of best practices.

IQAC activities

- ❖ IQAC conducts regular meetings and interactions with experts to improve teaching-learning process

- ❖ Training programme for Faculty, Students and Administrative Staff on Quality management tools are conducted

- ❖ Members of IQAC meet periodically to plan quality initiatives in Academic activities

- ❖ IQAC organises workshops, seminars on quality related themes and promotion of quality circles.

Coordinator: *Dr Z Edward Kennedy, Professor, Mechanical.*
zedwardk.mech@kcgcollege.com

KCG CLUBS

S.No	Clubs	Faculty Coordinator
1	Augmented Reality Club	Ms.Arthy- AI&DS
2	Auto Spark	Dr Charles Godwin, Asst.Prof-Auto
3	Civil Services Aspirants Club	Dr Fathima Rigana,, S&H
4	Construction Club	Ms Praicy, Civil
5	Dance Club	Mrs.Jeyanthi, FT
6	Drone Club	Mr Ashish, Aero
7	Eco Club	Dr Andal, S&H
8	Energy Club	Ms V Suganya, EEE
9	English Literary Club	Ms U Pushpalatha, S&H
10	Film Appreciation Club	Ms S Surekha, S&H
11	Fine Arts Club	Ms Dharagaselvi, FT
12	Heritage Club	Ms.Priya Bijesh , S&H
13	IoT Club	Dr T Thomas Leonid,-ECE
14	Mathematics Club	Ms.ArthySundar S&H
15	Mobile Apps Club	Mr Rajasekaran, Ms. Krithika, IT
16	Music Club	Mr Cerin P Simon, S&H
17	Photography and Videography	Dr Shino S, S&H
18	Programming Club	Ms.Keerthana, CSE
19	Quiz Club	Dr.Nalini Jeyanthi S& H
20	Robotics Club	Mr.Manivannan, Mech
21	Rotaract Club	Mr Rajasekaran, IT
22	Space Exploration Club	Dr Naveen
23	Tamil Mandram	Dr A Lakshmi, S&H
24	Toastmasters Club	Dr R Jaya, S&H
25	Women's Coding Club	Ms A Anju, IT

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MEMBERSHIP OF CLUBS

Facilities are available for students to enroll as members of various clubs. For further details regarding clubs and value added programmes, students should contact the respective coordinators. Students of KCG College of Technology participate regularly in competitions conducted by various Colleges and Universities and have won laurels for the institution. Students are required to compulsorily enroll in any one of the Clubs and actively participate in extra-curricular activities.

CLUB COORDINATORS

Overall Coordinator:	Dr R Jaya, Head - Student Affairs
General Clubs Coordinator:	Dr Susan Jacob, Assistant Professor, S&H
Technical Clubs Coordinator	Dr B Thyla, Assistant Professor, ECE

MEMBERS OF COMMITTEES

The first member of the committee will be the convenor.

1	Discipline	Principal / Dean (Acad)/ Registrar/ Dean-IQAC/ HoDs
2	Anti-Ragging	Principal/ Student-Counsellor/ HoDs/ Senior Faculty / Wardens / PEDs / Vigilance Officers / Student Representatives
3	Anti-Tobacco	Principal/ Student-Counsellor/ PEDs/ Head-Admin/ Vigilance Officers / Boys Hostel Warden / NSS Officer
4	Academic	Principal / Dean (Acad)/ Registrar/ Dean-IQAC/)/ HoDs
5	Research	Principal / Dr. Deepa Jose, Head-Research/ Dr. Asad Ahmed, Aero Dr Dillibabu, Auto Dr. C R Uma Kumari, ECE Ms. Suganya, EEE Dr. G. Mohamed Zakriya, FT Dr. Babymol Kurian, IT Dr.R. Amrutha, S&H Dr.V. Andal, S&H Dr.A. Lakshmi, S&H Mr. S Shino, S&H
6	Syllabus Coverage	Principal / Dean (Acad)/ Registrar/ Dean-IQAC / HoDs
7	Technical Association	Mr.K. Dhamodharan, Aero/ Ms. Aida Jones, AI&DS Dr.Dillibabu, Auto Mr C Akin, Civil Dr.K.Karthika, ECE Dr.Jesudass Thomas, Mech Dr.T.Raja, MTR

8	Time Table	Dr.Raja Murugu, Aero / Dr Naveen, Aero/ Ms.D Arthi, AI&DS Dr.Charless Godwin, Auto Ms Devi, CSE Ms. R. L. Lija, Civil Dr.K.Karthika, ECE Mr. S. Balaji, EEE Ms. G. Jayanthi, FT Ms Adline Freeda, IT Dr.V.Gopal, Mech Ms.Shanmugapriya,MTR Ms.M.B.Bindu, S&H
9	Examination Cell	Dr T Senthil Kumar, COE Ms M B Bindu, DCOE Dr M Geethalakshmi, DCOE Mr Rajagananpathy, CSE Mr Mohamed Yaseen, ECE
10	Internal assessment Test Department Coordinators	Mr. S Manikandan, Aero Mr. M.S Prasath, Aero Ms. S Aishwarya, AI&DS Dr.Arivazhgan, Auto Dr. N Lakshmi, CSE Ms. S Lavanya, CSE Ms. V.J. Vedhanayaghi, Civil Ms.B.Thyla, ECE Ms. M. Ramya, EEE Ms. G. Jayanthi, FT Ms. Krithikaa Venkat, IT Dr.V.Gopal, Mech Ms.Shanmugapriya, MTR Mr.S. Narasimhan, S&H Dr.P. Lakshmi Gayathri, S&H

11	IQAC	Director/ Principal/ Dr. Z. Edward Kennedy, Dean-IQAC Mr. Aasish. C, Aero Mr Sureshkumar, AI&DS Mr Arivazhagan, Auto Ms. R. Devi, CSE Dr.B.Thyla, ECE Ms Jeraline Kirubavathy, ECE Ms. R. Maheswari, ECE Ms M. Ramya, EEE Dr. G. Mohamed Zakriya, FT Mr. Narendran, IT Mr.I.Manikandan, Mech Dr.T.Jayakumar, MTR Dr R.G. Geethumani, S&H Ms. Arunamaheswari, S&H
12	Student Affairs Cell	Ms. D. Revathy, Student Counsellor Dr. A. Swarnalatha, Aero / Dr. Suresh Kumar, Aero Dr Palaniappan, AI&DS Dr.P.B.Senthilkumar, Auto Ms R L Lija, Civil Dr.C Sridhathan, ECE Ms. Jitha Varghese, EEE Ms. A.Anju, IT Dr.D.Easu, Mech Mr.Sathiyaraj,MTR Dr Susan Jacob, S&H

13	Library	Dr. H. Fakrudhin Ali Ahamed, Asst. Librarian Mr Yuvaraj, Asst. Librarian Mr Sureshkumar, AI&DS Dr.V.Dillibabu, Auto, Ms M B Anushlin Leena, CSE Mr C Akin, Civil Ms.K Jayasakthi, ECE Ms. M. Sahira Banu, EEE Dr. G. Mohamed Zakriya, FT Ms. Krithikaa Venkat, IT Mr.I.Manikandan, Mech Ms.Shanmugapriya, MTR Ms.A.Jamal Barakath, S&H
14	Sports	Dr. N. Prem Kumar, Physical Director Mr. Ezhilarasu, Aero Mr Sureshkumar, AI&DS Dr.P.B.Senthilkumar, Auto Mr C Akin, Civil Ms.K Jayasakthi, ECE Dr. R. Murugan, EEE Dr.D.Easu, Mech Mr.Sathiyaraj, MTR
15	Cultural	Dr. Suresh Kumar, Aero Ms Aida Jones, AI&DS Dr.P.B.Senthilkumar, Auto Mr C Akin, Civil Ms.K Jayasakthi, ECE Ms. Jitha Varghese, EEE Ms. Krithikaa Venkat, IT Dr.D.Easu, Mech Mr.Sathiyaraj, MTR

16	Campus News Publication	Dr.R. Jaya, S&H/Ms.P.Tephilla Joice, S&H Campus Digest/Ms K V Priya,
17	College magazines Aspirations	Dr R. Jaya, S&H / Ms S. Surekha, S&H
18	Campus Maintenance & Safety	Head Admin / Wardens / PEDs / Vigilance Officers
19	Grievance cum Redressal	Principal/ Dean-Acad/ HoD-AI&DS/ Registrar/ Student Counsellor/ Dr K Karthikeyan, EEE/ Dr Anumula Swarnalatha, Aero
20	Transport	Mr.S.Jesudass Thomas, Mech/ Mr.Biju Varghese, Manager–Admin
21	Stores & Purchase	Stores & Purchase Manager / Registrar/ Head-Admin/ HoDs
22	NSS Coordinator	Dr V Gopal, Mech
23	NCC Officer	Mr C Akin, Civil
24	Placement	Mr. R. Chandramohan, GM Mr. R Prabu, Aero/ Mr Sureshkumar, AI&DS Dr.P.B.Senthilkumar-Auto Ms. N Alamelu Menaka, CSE Mr C Akin, Civil Dr.T.Thomas Leonid, ECE Mr. Arvin Tony, EEE Dr. G. Mohamed Zakriya, FT Ms. Sathya, IT Dr.K Gobivel, Mech Mr.K.K.Manivanan, MTR
25	Higher Education	Dr.T Kalaivanan, Head, Aero/ Dr. Raja Murugu, Aero Ms Arthy, AI&DS Dr.P.B.Senthilkumar, Auto Ms Praicy, Civil,Dr Aaron Kevin C Theoderaj, ECE,Dr. Pattathu Rani, EEE Ms. M. Sindhuja, FT Dr. Babymol Kurian, IT Dr. Ramesh Krishnan, Mech Mr.K.K.Manivanan, MTR

26	Training	Mr E Adhithyan, Training Officer / Ms. Usha Bharathi, Aero Mr. C Suresh Kumar, AI&DS Dr.P.B.Senthilkumar, Auto Ms. K Raghavi, CSE Ms. A Divya, CSE Ms Praicy, Civil Ms.K.Jaraline Kirubavathy, ECE Ms.Jitha Varghese, EEE Ms. G. Jayanthi, FT Ms. Sathya, IT Mr.K Gobivel, Mech Mr.K.K.Manivanan, MTR Ms.Aarthy Sundar, S&H
27	Alumni	Dr R. Amrutha, Head-Alumni Affairs Mr S Venkatramanan, Aero Ms Aida Jones, AI&DS Dr. A Arivazhagan, Auto Mr. V Vasantha Kumar, CSE Mr C Akin, Civil Dr.S Sadasivam, ECE Ms. Jitha Varghese, EEE Ms. G. Jayanthi, FT Ms A. Anju, IT Dr.D Easu, Mech Mr.K.K.Manivanan, MTR
28	International Affairs	Dr. T. Kalaivanan, Head- Co-ordinator – Aero Dr. Raja Murugu, Aero Ms Arthy, AI&DS Dr.P.B.Senthilkumar, Auto Ms. V Saranya, CSE	Ms Praicy, Civil Dr Aaron Kevin Cameron Theoderaj, ECE Dr. Pattathu Rani, EEE Ms. M. Sindhuja, FT Dr. Babymol Kurian, IT Dr.Ramesh Krishnan, Mech Mr.K.K.Manivanan, MTR

29	Infosys Campus Connect	Dr. S. Muthuselvan, HoD-IT
30	Institutions Innovation Council (IIC)	Dr.K. Karthikeyan, EEE Dr. V.Dillibabu, Auto Dr S Safia Naveed, CSE Mr Jayaganesh, Civil Dr. Aaron Kevin Cameron Theoderaj, ECE Dr. G. Mohamed Zakriya, FT Ms. Krithikaa Venkat, IT Dr. K.Gobivel, Mech Ms. Shanmugapriya, MTR Ms. P Tephilla Joice, S&H
31	EWB	Dr B Ebenezer Abishek, ECE
32	Technical Clubs	Mr. Aasish C, Aero Ms Arthy, AI&DS Ms.B.Thyla, ECE Dr.T.Thomas Leonid, ECE Dr.C Sridhathan, ECE Ms. Suganya, EEE Ms. Anju, Women's Coding Club, IT Ms. Krithikaa (Mobile App Development Club), IT Ms. Sathya (Program Club), IT
33	General Clubs	Dr. A. Swarnalatha, Aero Ms. Usha Bharathi, Aero Ms Aishwarya, AI&DS Ms. S.V. Dharaga Selvi, FT Ms. Sathya, IT Dr. Susan Jacob – NT Clubs-Incharge,S&H Mr. Cerin P Simon, S&H Dr.V. Andal, Ms. Arunamaheswari, S&H Ms. Priya Bijesh, S&H Ms. U Pushpalatha, S&H Dr.A. Lakshmi, S&H Ms. Aarthy Sundar, Ms.J. Felcita Regina, S&H Dr.S. Nalini Jayanthi, Dr.N Bhuvaneswari,
34	Outdoor Clubs	Mr. R. Ezhilarasu, Aero Mr. A. Sureshkumar, Aero

35	KCG Youth Master Toast Master Club	Dr.R. Jaya, S&H/ Mr. Venkataramanan, Aero
36	Women Empowerment Cell	Dr KavithaBalamurugan, ECE Ms D Revathy, Student Counsellor
37	Hostel	Principal / Head-Admin / Wardens/ Student Counsellor/ Student Representatives
38	Internal Compliance Committee (ICC)	Principal/ Dr. Kavitha Balamurugan, ECE/ Dr. Linu Sam, S&H / Ms.D. Revathy, Student Counsellor/ GM/ Hostel Wardens/ Legal Officer/ Ms.S.Divya, Manager, Talent Management, Bhumi (NGO)
39	Project Development Cell	Dr.Vignesh Kumar, Mech Mr. Aasish C, Aero Dr.Dillibabu, Auto Dr. B V Krishna, CSE Dr. Kavitha Esther Rajakumari, CSE Ms Vedhanayaghi, Civil Dr. Meena Devi, EEE Ms. S.V. Dharaga Selvi, FT Ms. A. Anju, IT Dr.Jesudass Thomas, Mech Ms.Shanmugapriya, MTR Ms.A.Jamal Barakath, S&H
40	NPTEL	Dr T. Mothilal, Auto Dr Bairavel, AI&DS Dr. Charless Godwin, Auto Ms. K Sumithra Devi, CSE Ms. A Divya, CSE, Mr C Akin, Civil Ms. S.V. Dharaga Selvi, FT Ms.K.Jaraline Kirubavathy, ECE Mr. S. Balaji, EEE, Mr.Narendran, IT Mr. I.Manikandan, Mech Mr. K.K.Manivannan, MTR Dr.S. Nalini Jayanthi, S&H

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LIBRARY & KNOWLEDGE RESOURCE CENTRE

The library is an integral part of intellectual power of our college. Library has an area of 11000 sq.ft. and seating capacity for about 150 readers. At present the library houses a collection of above 47,443 books, 905 back volumes, 3185 project reports, previous year question papers and more than 1962 multimedia packages like CD's and DVD's. The library subscribes to 132 print journals, 30 magazines and 5 newspapers. Digital library services unit has 20 advanced computers and 10 i-pads with high speed internet connection. Our library subscribes to E-Resources Packages such as IEEE Journals online and Springer Journals Package. Knowledge exploration happens as around 300 students use the library every day. Also our college Library has institutional membership with Anna University Library, British Council Library, American Library, DELNET and NDLI. Further, access to NPTEL courses is provided to both faculty and students.

Rules & Regulations of the Library - General

1. Strict silence should be observed inside the library.
2. Library functions from Monday to Friday from 08.30 am to 05.00 pm and Saturday from 08.30 am to 12.30 pm. The library remains closed on Sundays and government holidays.
3. While entering the library, the users are expected to log in using their smart card.
4. Users are required to deposit their bags / belongings at the property counter.
5. Students must wear their ID cards when they are inside the library.
6. Students will be allowed to make use of the reference books in the library only on submission of the identity card.
7. Misuse of library facilities is an offence and calls for punishment as decided by the competent authority.
8. Users are required to keep the library neat and tidy.
9. Mobile phones are to be switched off in the library.
10. Students may approach the staff of the library for any queries

Borrowing books

1. Users should verify the physical condition of the books (for missing pages, chapters, pictures, etc.) before borrowing the books.
2. Users can borrow books as per the following norms:

Sl.No.	Particulars	No. of Books	Lending Period
1	UG Students	4	15 days
2	PG Students	7	30 days
3	Teaching Staff	8	90 days
4	Non-Teaching Staff	4	30 days

3. Books borrowed must be returned on or before the due date. In case of delay, a late fee of ₹1 will be charged per day (including holidays).
4. The loan period may be renewed for the period of another fortnight. Books can be renewed if there are no reservations.
5. Books that are in special demand, the borrower will have to return them immediately.
6. Books will have to be physically presented for renewals.
7. Only one copy of a book will be issued to a user.
8. All members are hereby informed that they must replace the library resources like books, CDs, DVDs, question papers, periodicals etc., if that are lost or damaged. However, in case of internal / external members, if they are not able to replace the above mentioned items (original), they are required to pay three times of the latest price of the resources including processing charges and overdue charges if any. Loss of book(s) must be reported immediately.
9. No book in damaged condition will be accepted from the borrower; the book will have to be replaced by the borrower.
10. Reference books, projects, back volumes of journals, Journals and

11. When the students finally leave the college, they should return all the library books borrowed by them. They should obtain 'No Dues' certificate from the librarian before collecting the certificate from the office.

Digital Library

1. Students must write their names and registration numbers in the library register book both while entering and leaving the digital library.

2. They should use the Internet for only education, training, placement and publication purposes.

3. The systems and accessories should be handled properly.

4. Downloading of software, songs, and unauthorized files is strictly not allowed.

5. Students are not allowed to change the settings of the system.

6. Unnecessary movement of the monitor or CPU is strictly prohibited.

7. CD / DVD / PEN DRIVE can be used with special permission from the librarian.

Hindustan Book Scheme

The library department also runs the Hindustan Book Bank Scheme for the students. Hindustan Book Bank Scheme is a library that allows students to borrow books which they can keep for the entire semester. When the next semester begins, the books borrowed must be returned and the next set of books can be borrowed.

COMPUTER FACILITIES

The Computer Centres are well equipped with Windows-NT / Unix / Oracle environments and Internet facilities. Students can have access to the computer centres on holidays and after college hours. This facility is provided to all the students on a membership basis.

CAMPUS FACILITIES

a. Computing facility is available for the students to surf from 9.00 am to 5.00pm.

b. To and fro bus trips are arranged for the Hostel inmates to go to the city during holidays.

c. Transportation can be arranged to go to railway station / airport during vacation or while returning from vacation, provided a request is made sufficiently in advance.

d. There is a departmental store within the college campus where students can purchase toiletries, snacks, medicines, college souvenirs, etc.

e. The campus doctor is available during working hours. Free treatment and check-up is provided.

f. Vaccination camps are conducted periodically against nominal charges.

g. Banking facilities including 24x7 ATM (Union Bank) are available in the campus.

HOSTELS

The college has provision for accommodation in hostels.

The hostels are managed by

a) Chief Warden
b) Resident Warden for Boys' hostel
c) 2 Resident Wardens for Girls' hostel

Admission to Hostel

1. Application for admission to the Hostel should be made in the prescribed form. A passport size photograph must be affixed in the application form. The students seeking hostel admission must give an undertaking in writing that he/ she will abide by the rules of the Hostel. This shall be endorsed by the Parent or Guardian in writing.

   1st Session: 6.00 p.m. to 08.00 p.m.
   2nd Session: 9.00 p.m. to 10.15 p.m.

2. Students should get prior permission from the warden to leave the hostel after 6.00 p.m. if necessary.

3. Strict silence should be observed in the hostel during study hours.

a) TV hall will be closed during the study hours and during the period of university examinations.

b) Mobile phones, laptops should not be used during study hours.

c) Students will not be allowed to move out of their own rooms after 09.00 p.m.

4. No woman should be entertained in the men's hostel and vice versa.

5. Male students are not allowed to stand in front of women's hostel and vice versa.

6. The inmates are not permitted to go out of the campus without the permission of the warden. They should get the gate pass and submit it to the security guard at the main gate. A student can get only two gate passes per month during weekends and holidays. Students should get prior permission from the Principal for getting gate passes on week days for project work/tuition. Gate passes will be issued to the students during these timings:

Evening: 9.00 p.m. to 10.00 p.m. Holidays: 8 a.m. to 10 a.m.

7. Students are not allowed to stay in the hostel during college hours without any valid reason / permission from their respective warden and the chief warden.

8. Hostel inmates are not allowed to leave the campus during class hours. In case of emergency, permission must be taken from the chief warden/ respective warden to leave the campus.

9. Cleanliness should be maintained in hostel rooms, toilets and the college premises. The inmates of the rooms which are not kept clean will be fined or asked to vacate the hostel.

10. All the occupants of a room are equally responsible for any damage, loss of furniture, fittings etc. in the room and in such cases the cost will be recovered through a collective fine system

11. Ragging in any form is not permitted on the campus. If any student is found guilty of ragging, he/she will be expelled from the hostel immediately.

12. No guest is permitted to stay in the hostel without availing permission from the chief warden and the respective hostel warden.

13. No student should deface his or her respective room in any manner by sticking posters, papers, etc.

14. Students are required to switch off the lights and fans of the room when they leave their rooms.

15. All lights in rooms should be switched off by 11 p.m.

16. The electrical appliances such as heater, iron box, kettle, high voltage music system are not permitted.

17. Permission should be obtained from the warden for use of table fans, computers or any other low-power consumption electrical appliances.

18. Hostel inmates shall not organize or address any meeting in the hostel without prior permission of the chief warden and the respective warden.

19. Prior permission should be obtained from the chief warden for celebration of festivities or any other functions.

20. Bursting of crackers inside the premises is strictly prohibited.

21. Students should not encourage unauthorized vendors / persons in the hostel.

22. Visits to the local guardians are restricted to once a month during week-ends and on declared holidays.

23. Visitors are to be entertained in the lobby and should not be allowed into the rooms. Their names are to be recorded in the Visitor's Register.

24. Hostel inmates are instructed to dine only from their respective hostel mess and follow the mess rules and regulations strictly.

25. Consumption of drugs, alcohol, smoking & chewing of pan is strictly prohibited on the campus.

26. Playing cards or any other form of gambling is strictly prohibited in the hostel

27. In case of serious illness and infectious diseases, the students should report the same to the concerned resident warden for necessary action.

28. Special permission has to be obtained from the Principal for use of personal vehicles by inmates. If permission is granted, they can keep their vehicles only in the college parking slots.

29. Students should maintain decent dress code in the mess and outside the hostel area.

30. Private cooking is not permitted in the hostel rooms or in the hostel premises.

31. Students are advised not to keep valuables such as jewellery and cash in their rooms.

32. Food items from the mess should not be taken out of the dining hall.

33. Complaints regarding the quality of food and any suggestions should be entered in the suggestion book available with the warden.

35. There will not be any reduction in mess charges when a student is on leave from the hostel.

36. Students indulging in wastage of water and electricity will be fined or dismissed from the hostel.

37. Disciplinary action will be taken for violation of rules and misconduct by hostel inmates. In all matters of discipline, the decision of the Management will be final. A student expelled on disciplinary grounds will forfeit fees and deposit paid

HOSTEL LEAVE RULES

1. Students, who are sick and want to go home or to meet their local guardian, must obtain permission from the Principal / Chief Warden.

2. Leave for reasons other than sickness, should be obtained in advance, from the Chief Warden through the respective wardens.

3. Visits to the local guardian are restricted to once a month. Special prior permission has to be obtained for overnight stay and the consent of parent for such stay has to be communicated to the Chief Warden / respective Warden in writing in advance.

4. All grievances and problems should be reported to the Hostel Warden/ Dean Student Affairs.

HOSTEL MESS RULES

MESS TIMINGS:

1. Students should maintain the mess timings as given below:

Morning : **07.30 a.m. to 8.20 a.m. (1st Year)**
       07.45 a.m. to 08.10 a.m. (seniors)

Lunch   : **01.10 p.m. to 01.50 p.m. (1st Year)**
       12.25 p.m. to 01.05 p.m. (seniors)

Tea (Evening) : 05.00 p.m. to 05.30 p.m. (for all)

Dinner   : **07.30 p.m. to 08.00 p.m. (1st year)**

       08.00 p.m. to 08.40 p.m. (seniors)

       07.30 p.m. to 08.30 p.m. (for all Chacko Hall inmates)

ADDITIONAL RULES FOR WOMEN STUDENTS

Women students will not be permitted to go out of the campus except with prior permission of the Resident Warden. They are advised to avoid going out alone and to return on time to the Hostel.

Parents / Relatives will be permitted to visit on Saturdays and Sundays between 2:00 and 6:00 pm only.

Students will be permitted to go out during the weekend to visit relatives or local guardians once a month with the written approval of the parents. Overnight stay is not permitted unless the stay is with the parents.

Students are warned not to keep jewels and any valuables including cash with them in their rooms. The college bears no responsibility for loss of such items.

FEE PAYMENT

Payment of Tuition / College bus / Hostel fees for the academic year is to be made on or before the specified date, after which a sum of ₹1,500 will be charged as fine till a specified date. Students who do not pay the fees within the grace period, will be removed from the rolls and will have to pay a sum of ₹2,000 towards readmission fee.

The payment above ₹5000 should be remitted online or through demand draft drawn in favour of KCG College of Technology payable at Chennai.

RULES AND REGULATIONS REGARDING RAGGING

RAGGING IS A CRIMINAL OFFENCE

Ragging in any form is a criminal offence. Students indulging in ragging will be suspended from the college / hostel pending enquiry. They will be permitted to enter college / hostel after enquiry with re-admission and penalty. Depending on the severity of the case the culprits will be handed over to the police or expelled from the college / hostel.

1. TAMIL NADU GOVERNMENT GAZETTE

The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 14th February 1997 and is hereby published for general information.

An Act to prohibit ragging in educational institutions in the State of Tamil Nadu is as follows:

  i.   This Act may be called the Tamil Nadu Prohibition of Ragging Act,1997
  ii. It extends to the whole of the State of Tamil Nadu
  iii. It shall be deemed to have come into force on the 9th day of December 1996.

2. Definition

In this Act unless the context otherwise requires, "ragging means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any educational institution and includes Teasing, abusing, playing practical jokes on, or causing hurt.

Asking the student to do any act or perform something which such student will not in the ordinary course willingly do.

3 .Prohibition of ragging

Ragging inside or outside any educational institution is prohibited.

4. Penalty for ragging

Whoever directly or indirectly commits, participates in, abets or propagates "ragging" inside or outside any educational institution shall be punished with imprisonment for a term which may extend to two years and also be liable to a fine which may extend to twenty five thousand rupees.

5. Dismissal of student

Any student convicted of an offence under section 1 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

6. Suspension of student

i) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head of an educational institution, or to any other person responsible for management of the educational institution, such Head of the educational institution or person responsible for the management of the educational institution shall enquire into the same immediately and, if found true, shall suspend the student who has committed the offence from the educational institution.

ii) The decision of the Head of the educational institution or the person responsible for the management of the educational institution that any student has indulged under sub-section (1) shall be final.

7. Deemed abetment

If the Head of an educational institution or the person responsible for the management of the educational institution fails or neglects to take action in the manner specified in sub-section (1) of section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall be punished as provided in Section 4.

8. The Tamil Nadu Prohibition of Ragging Ordinance, 1996 is hereby repealed.

Notwithstanding such repeal, anything done or any action taken under the ordinance shall be deemed to have been done or taken under this ACT.

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COLLEGE OF TECHNOLOGY
AFFILIATED TO ANNA UNIVERSITY | AUTONOMOUS

ANTI-RAGGING COMMITTEE

S.No.	Name (Committee Members)	Designation	Phone No.-e-mail id
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2.	Dr G Prabhakaran	Professor & Dean-Academics	9840747717-deanacademics@kcgcollege.com
3.	Dr. Vincent Venkatesan P	Professor & Registrar	9443110487-registrar@kcgcollege.com
4.	Dr Z Edward Kennedy	Dean-IQAC	8939933031-iqac@kcgcollege.com
5.	Dr R Chandramohan	GM - IPCA	9677851471-placementcell@kcgcollege.com
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28.	Mr Durai Raj	Chief Vigilance Officer	9444208774-vigilance@kcgcollege.com
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30.	Mr M Praveen Kumar	Asst. Vigilance Officer	7092345978
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32.	Mr Jebamalai	Warden (Boys Hostel)	9566009323-warden.boyshostel@kcgcollege.com
33.	Mr Thai	Inspector of Police, Kannagi Nagar	9940631945
34.	Mr Elango	VAO, Karapakkam	8667878003
35.	Mr Sivakumar	Tahsildar	9384094009
36.	Mr Iyyappan	Dy Tahasildar	9884136132
37.		Students, Parents & NGOs	

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ANTI-RAGGING SQUAD

S.No.	Name (Committee Members)	Designation	Phone No.-e-mail id
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11.	Mr P Dhana Sekar	Vigilance Officer	9840573736-
12.	Mr M Praveen Kumar	Asst. Vigilance Officer	7092345978-
13.	Ms Glorial Francis	Warden (Girls Hostel)	9629788145-warden.chackohall@kcgcollege.com
14.	Mr Jebamalai	Warden (Boys Hostel)	9566009323-warden.boyshostel@kcgcollege.com
15.		Students, Parents & NGOs	-

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ACADEMIC CALENDAR

JUNE 2024

DATE	DAY	ACTIVITY
1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	Bakrid
18	Tue	
19	Wed	
20	Thu	Founder's Day
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	

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ACADEMIC CALENDAR
JULY 2024

DATE	DAY	ACTIVITY
1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	Muharram
18	Thu	Commencement of Classes for II, III & IV Year
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

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ACADEMIC CALENDAR
AUGUST 2024

DATE	DAY	ACTIVITY
1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	1st Class Committee Meeting II, III & IV Year Commencement of Classes PG – I & II Year
13	Tue	
14	Wed	
15	Thu	Independence Day
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	Commencement of CA I for II, III & IV Year
24	Sat	
25	Sun	
26	Mon	Krishna Jayanthi
27	Tue	
28	Wed	
29	Thu	
30	Fri	
31	Sat	

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ACADEMIC CALENDAR
SEPTEMBER 2024

DATE	DAY	ACTIVITY
1	Sun	
2	Mon	1st Class Committee Meeting PG I & II Year
3	Tue	
4	Wed	
5	Thu	Teachers' Day & First Year Orientation
6	Fri	
7	Sat	Vinayakar Chathurthi
8	Sun	
9	Mon	Despatch of Progress Report CA I- II, III &
10	Tue	
11	Wed	2nd Class Committee Meeting - - II, III & IV Year - Commencement of Classes for I Year
12	Thu	
13	Fri	
14	Sat	
15	Sun	Onam & Engineers' Day
16	Mon	Milad-un- Nabi
17	Tue	Commencement of CA I – PG I & II Year
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	Commencement of CA II- II, III & IV Year
29	Sun	
30	Mon	

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ACADEMIC CALENDAR
OCTOBER 2024

DATE	DAY	ACTIVITY
1	Tue	1st Class Committee Meeting for I Year
2	Wed	Gandhi Jayanthi
3	Thu	
4	Fri	Despatch of Progress Report of CA I- PG I & II
5	Sat	
6	Sun	
7	Mon	2n Class Committee Meeting – PG I & II Year
8	Tue	Commencement of Model Lab II- II, III &IV Year
9	Wed	
10	Thu	Despatch of Progress Report of CA II- II, III &IV Year
11	Fri	Ayutha Pooja
12	Sat	Vijayadhasami
13	Sun	
14	Mon	
15	Tue	Last Instructional Day II- II, III &IV Year
16	Wed	
17	Thu	Commencement of Model Exam II, III & IV Year
18	Fri	Commencement of CA II- PG I & II Year
19	Sat	
20	Sun	
21	Mon	
22	Tue	Commencement of Model Lab- PG I & II Year
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	
28	Mon	Despatch of Progress Report of CA I- First Year
29	Tue	Last Working Day – II, III & IV Year
30	Wed	Last Instructional Day- PG I & II Year
31	Thu	Deepavali

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ACADEMIC CALENDAR
NOVEMBER 2024

DATE	DAY	ACTIVITY
1	Fri	
2	Sat	
3	Sun	
4	Mon	Despatch of Progress Report of Model Exam II, III & IV Year, Despatch of Progress Report of CA II- PG I & II Year
5	Tue	Commencement of Model Exam – PG I & II
6	Wed	End Semester Practical Exam II, III & IV
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	Commencement of CA II- First Year
16	Sat	
17	Sun	
18	Mon	End Semester Theory Exam- II, III & IV Year
19	Tue	
20	Wed	
21	Thu	
22	Fri	Despatch of Progress Report of Model Exam-
23	Sat	Commencement of Model Lab Exam- First
24	Sun	
25	Mon	Commencement of End Semester Practical
26	Tue	
27	Wed	
28	Thu	
29	Fri	Last Instructional Day- First Year
30	Sat	

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ACADEMIC CALENDAR
DECEMBER 2024

DATE	DAY	ACTIVITY
1	Sun	
2	Mon	Commencement of End Semester Theory Exam- PG I & II Year
3	Tue	Commencement of Model Exam –First Year
4	Wed	
5	Thu	
6	Fri	
7	Sat	Aviation Day
8	Sun	
9	Mon	Despatch of Progress Report of CA II- First Year
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	Last Working Day
17	Tue	End Semester Practical Exam- first Year
18	Wed	
19	Thu	
20	Fri	
21	Sat	Despatch of Progress Report of Model Exam – First Year
22	Sun	
23	Mon	
24	Tue	
25	Wed	Christmas
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

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ACADEMIC CALENDAR
JANUARY 2025

DATE	DAY	ACTIVITY
1	Wed	New Year Day
2	Thu	End Semester Theory Examination- First Year
3	Fri	
4	Sat	
5	Sun	
6	Mon	Commencement of Classes for II & IV Year
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	Pongal
15	Wed	Thiruvalluvar Day
16	Thu	UzhavarThirunal
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	Republic Day
27	Mon	1st Class Committee Meeting – II & IV Year
28	Tue	
29	Wed	
30	Thu	
31	Fri	

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ACADEMIC CALENDAR
FEBRUARY 2025

DATE	DAY	ACTIVITY
1	Sat	
2	Sun	
3	Mon	Commencement of Classes- U G I & III Year; PG I & II Year
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	Commencement of CA I for II & IV Year
11	Tue	Thaipoosam
12	Wed	
13	Thu	
14	Fri	Founder's Memorial Day
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	Despatch of Progress Report of CA I – II & IV
26	Wed	1st Class Committee Meeting-UG I & III Year; PG I & II Year
27	Thu	
28	Fri	

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ACADEMIC CALENDAR
MARCH 2025

DATE	DAY	ACTIVITY
1	Sat	
2	Sun	
3	Mon	2nd Class Committee Meeting- II & IV Year
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	Commencement of CA I- I & III Year; PG I & II Year
13	Thu	Commencement of CA II - II & IV Year
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	Commencement of Model Lab- II & IV Year
25	Tue	
26	Wed	Despatch of Progress Report of CA I- I & III Year
27	Thu	
28	Fri	Despatch of Progress Report of CA II II & IV Year
29	Sat	
30	Sun	Telugu New Year
31	Mon	Ramzan

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ACADEMIC CALENDAR
APRIL 2025

DATE	DAY	ACTIVITY
1	Tue	
2	Wed	2nd Class Committee Meeting I & III Year; PG I & II Year
3	Thu	
4	Fri	Last Instructional Day II & IV Year
5	Sat	Model Exam II & IV Year
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	Mahavir Jayanthi
11	Fri	
12	Sat	
13	Sun	
14	Mon	Tamil New Year
15	Tue	
16	Wed	Commencement of CA- II for I & III Year; PG I & II Year
17	Thu	
18	Fri	Good Friday
19	Sat	
20	Sun	Easter
21	Mon	
22	Tue	
23	Wed	Last Working Day II & IV Year
24	Thu	
25	Fri	Commencement of End Semester Practical Exam II
26	Sat	
27	Sun	
28	Mon	Despatch of Progress Report of Model Exam II &
29	Tue	
30	Wed	

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ACADEMIC CALENDAR
MAY 2025

DATE	DAY	ACTIVITY
1	Thu	May Day
2	Fri	Despatch of Progress Report of CA II- I & III Year
3	Sat	Last Instructional Day- I & III Year; PG I & II Year
4	Sun	
5	Mon	Commencement of End Semester Theory Exam II & IV Year | Commencement of Model Exam- I & III Year ; PG I & II Year
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	Buddha Purnima
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	Last Working Day PG I & II Year
20	Tue	
21	Wed	Last Working Day – I & III Year
22	Thu	End Semester Practical Exam – I & III Year; PG I
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tue	Despatch of Progress Report of Model Exam
28	Wed	
29	Thu	
30	Fri	
31	Sat	

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ACADEMIC CALENDAR
JUNE 2025

DATE	DAY	ACTIVITY
1	Sun	
2	Mon	Commencement of End Semester Theory Exam I & III Year, ; PG I & II Year
3	Tue	
4	Wed	
5	Thu	
6	Fri	Bakrid
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	Founder's Day
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	

Assessment - Odd Semester 2024-2025

Name: Department: Reg. No.

S. No.	Course	Course Code	Test I Marks	Test II Marks	Test III Marks	Model Exam	University Exam
Class Teacher's Name and Signature							

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Assessment - Even Semester 2024-2025

Name: Department: Reg. No.

S. No.	Course	Course Code	Test I Marks	Test II Marks	Test III Marks	Model Exam	University Exam
Class Teacher's Name and Signature							

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Leave / OD Details
Odd & Even Semester 2023 - 2024

Date	No. of Days	Reason	Class Teacher's Signature	Class Teacher's Comments	HOD's Signature

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HOSTEL		
Men's Hostel	: 9566009323	
Women's Hostel	: 96297 88145	
Manager Admin	: 9840637991	
Transport	:9940657196/ 9841932001	

Mobile Helpline (24 Hours) : 97909 93300

Anti Ragging Helpline : 97909 93300

Local Police Station : 044 - 2496 0353